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25X1

5 August 1986

MEMORANDUM FOR:	Chief of Operations, OC
FROM:	Chief, Management and Plans Staff, OC
SUBJECT:	Weekly Staff Notes, 27 July - 2 August 1986
1. General:	
American As Auditorium of July. M	attended the fifth annual classified ace Symposium. The Symposium, sponsored by the tronautical Society, was held in the Dean Acheso of the Department of State on the 30th and 31st ilitary and civilian dignitaries and space prised the list of guest speakers.
participation participation	his was a very useful Symposium and future Offic on is recommended. In addition, no fees were local government participants.
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met with

31 July to discuss the present Office of Communications
Strategic Plan. A review of the Plan shows the 18
initiatives to be on schedule for the most part. It was
decided that the Plan would be reviewed and updated at the
Area Chief's Conference scheduled for September. In
addition, the Plan will be reviewed on a more regular basis
in the coming year and be a topic of discussion at the joint
Office of Communications/Office of Information Technology
Planning Conference in October.

communications, Management and Plans Staff (OC-MPS) at the initial meeting of the Office's Information Survey Task Force on 31 July. The purpose of the meeting was to identify specific Division/Staff responsibilities resulting from Office of Information Services recent survey of information handling and records management practices employed by OC.

g. Requirements Statistics as of 1 August 1986:

Total 1983 Requirements - 83
Completed - 82

Total 1984 Requirements - 168
Completed - 152

Total 1985 Requirements - 133
Completed - 64

Total 1986 Requirements - 64
Completed - 27

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Pending requirements by OC Divisions:

AMD 2 CSD 0 ED 3 FND 25X1 - 80 (33 are Liaison) CSD/FND -FND/MPS -1 25X1 Liaison) MPS MPS 25X1 - 26 Other

Requirements forwarded to OC Divisions which need status update - 19

Requirements pending a first response - 8

Total 1986 Strategic Plan Requirements - 48 Completed - 2

Pending Strategic Plan Requirements by OC Divisions:

AMD - 9 CSD - 4 ED - 5 FND - 11 MPS - 17

3. Liaison Activities:

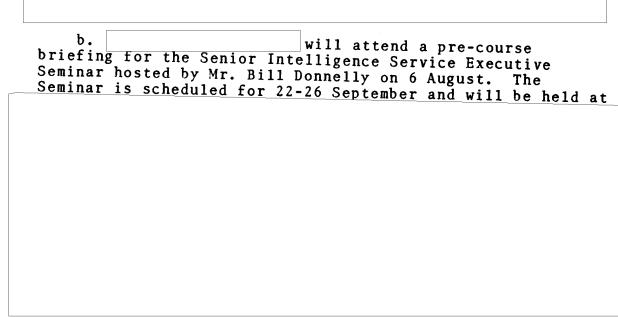
Management and Consulting Division, Management Division, on 28 July 1986 to discuss the methodology utilized by the Office of Communications (OC) for tracking requirements levied on OC by its customers. We presented with the appropriate documentation to introduce him to the OC Requirements Tracking System. He plans to review this material in the context of the applicability to OIT.

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